

**SENATE EXECUTIVE ASSISTANT**  
Unclassified Open Competitive

**THIS RECRUITMENT WILL BE USED TO FILL A  
FULL-TIME VACANCY**

**NEVADA STATE SENATE  
CARSON CITY, NEVADA**

**SALARY RANGE:** \* \$36,519.12 - \$53,995.68 (Employer Paid Retirement)  
\* \$40,862.16 - \$60,405.84 (Employee/Employer Paid Retirement)

\*This salary range does not include a reduction for the 48 hours of mandatory furlough leave required per fiscal year through June 30, 2013.

Employer Paid contribution plan is available with a reduced gross salary; Employee/Employer plan reflects retirement contributions by employee and employer.

**RECRUITMENT OPEN TO:** All qualified applicants. EOE/ADA/AA.

**APPLICATIONS WILL BE ACCEPTED UNTIL:** June 4, 2012

**INTERVIEWS:** To be conducted until vacancy is filled.

**THE POSITION:** The Executive Assistant provides the highest level of administrative and secretarial support in an often fast-paced work environment. Coordinating closely with the Secretary of the Senate, the Executive Assistant serves as an important member of the Senate Front Office. The Executive Assistant works collaboratively with colleagues in the Nevada Assembly and Legislative Counsel Bureau, establishing productive partnerships. The successful applicant will demonstrate: strong communication and writing skills; a comfort with and enthusiasm for technology and modern communication strategies; a track record of successfully planning and implementing projects; the ability to serve as a “self starter,” with the professional maturity needed to see projects through to completion; a customer service mentality, understanding the importance of providing relevant and timely information to Senators, staff and the public; political sensitivity and the ability to work in a nonpartisan manner with members of both parties; and core administrative skills. This position provides administrative support for the Office of the Secretary of the Senate. The Executive Assistant receives and screens incoming calls, mail, and visitors; schedules and coordinates meetings; evaluates requests and inquiries; determines priority matters; composes correspondence; prepares administrative guidelines, reports and manuals; responds to inquiries and surveys from external entities; reviews, proofreads, and edits reports; prepares purchase orders and makes travel plans as needed; and networks with peers in legislatures across the country, establishing “best practices” and working collaboratively on shared projects.

**TO QUALIFY:** Qualified applicants will possess: (1) experience with staffing executives or as a member of a leadership team; (2) a working knowledge of and an interest in the legislative process; (3) the ability to maintain confidentiality, exercise judgment and discretion when interacting with Senators, staff, lobbyists, and the public; (4) strong writing and interpersonal communication skills; (5) experience in overseeing programs, projects and administrative functions; (6) the ability to think creatively and participate in developing solutions for administrative and management problems; (7) a demonstrated track record of self-motivation and the ability to work without close supervision; (8) strong computer skills and an interest in staying on the “cutting edge” of technology. Qualified applicants must be skilled in Word, Excel, Outlook, and PowerPoint. Graphic design experience and proficiency in Adobe InDesign is a plus.

The following information is required:

1. Cover Letter
2. Nevada Legislative Counsel Bureau Employment Application  
[http://www.leg.state.nv.us/App/CareerOpenings/postings/LCB/LCB\\_Employment\\_Application.pdf](http://www.leg.state.nv.us/App/CareerOpenings/postings/LCB/LCB_Employment_Application.pdf)
3. Resume
4. Supplemental Questionnaire

***Applications will not be considered complete until all requested information has been submitted.***

## **SUPPLEMENTAL QUESTIONNAIRE SENATE EXECUTIVE ASSISTANT**

1. Describe your experience in supporting executive management or in serving as a member of a leadership team. Please include the titles of those you supported (if applicable), the size of the organization, and your major responsibilities.
2. Describe your technological skills, including major computer applications where you have proficiency or skill. Include any certifications you have earned. Do you have any experience in graphic design, and specifically with Adobe InDesign CS5.5?
3. Specifically, for Word, Excel, and Outlook, please describe your experience with the following:
  - a. Word: Formatting and creating tables; performing mail merges; creating large and complex documents with tables of contents and indexes.
  - b. Excel: Creating and modifying a worksheet; performing calculations with formulas; creation of charts and graphs; linking worksheets.
  - c. Outlook: Managing multiple and shared calendars; importing contact information from databases.
4. Describe your experience in managing projects; include the type of project and your major responsibilities.
5. Describe your experience in disseminating information to a workforce, and what strategies you have utilized when communicating with staff.
6. Describe your experience in working in a politically-charged setting or in an environment where confidentiality and discretion is important.
7. Describe your experience in working with the general public. Include any examples of how you have used a “customer service” approach to working with important constituencies and/or community organizations.
8. Describe your experience in editing and/or writing large and complex documents.
9. Describe one situation when you used creativity or “outside the box” thinking to solve a problem in your professional career.

### **SUBMIT INFORMATION TO:**

David A. Byerman  
Secretary of the Senate  
401 South Carson Street  
Carson City, Nevada 89701-4747

For further information call (775) 684-1400